

Department Meetings

- 2 PM on Wednesdays in the Dungeon
- Machine Coordinator at the wheel
 - Last week performance & problems
 - Machine study time
 - what was done -- quick summaries from studiers
 - what is requested & priorities
- Periodic Presentations on Machine Physics

Machine Coordinator Duties

- Monthly term/oversight of operations
- Report at 9 o'clock (MTWThF), Fri 9:30
- Run Weekly meeting
- Coordinate Weekly schedule
 - operations vs studies vs access
- Review worklist, approve access work
- Primary contact to Run Coordinator

On Call Duties

- Keeping the machine at top operating condition
 - Day to day responsibilities
 - checks with MCR, reads log book, brings problem to appropriate person's attention
 - Point Person for MCR contact for problems
 - so the operators know who to call
 - able to assist operators when things go wrong
 - know who to call if beyond own knowledge
 - Break down between Recycler & ECool for now...
 - very limited set who are knowledgeable about both!
 - need to expand this set
 - Tev has 11 people in their rotation
 - Pbar has 8 people in their rotation
- Arden, Mary, Lionel, Stan, Martin, Cons, Dan, Kermit, Paul, Sasha